



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 1551.1
Effective Date: August 21, 2000
Expiration Date: October 31, 2006**

Responsible Office: Office of Strategic Communications and Education

**SUBJECT: Langley Research Center Standard Distribution Lists (SDL) System
(Revised 11-30-05)**

1. SUMMARY

This directive sets forth policy and responsibilities for the Standard Distribution Lists (SDL) System. This system provides for the distribution of Langley Research Center (LaRC) information such as special announcements, reports, policy, procedures, and correspondence to employees and selected other personnel.

2. POLICY

a. General

It is the policy of this Center to use the SDL System to:

- (1) Ensure appropriate and necessary distribution of LaRC information.
- (2) Limit distribution of written communications at LaRC to essential information only. Other means of effective communication are electronically, hard copy other than the SDL, or other available media services. These means of communication should be utilized whenever possible.
- (3) Avoid duplicate mailings.
- (4) Maintain up-to-date distribution lists.

b. New SDL's

New SDL's will be established only if an existing SDL does not meet distribution requirements.

c. Temporary SDL's

Occasionally, a temporary SDL will be made available when a specific distribution warrants modifications to an existing SDL.

d. Organization SDL's

The availability of personal computers has facilitated the creation of distribution lists by various organizations. Since this can provide an effective means of communication to

meet unique needs, use of these distribution lists is permitted. However, care must be exercised to ensure that the information disseminated is correct, the distribution list is accurate, and there is no confusion with the official SDL System.

3. RESPONSIBILITIES

a. Office of Strategic Communications and Education (OSCE)

(1) Manage the SDL System. (See Attachment A for alphabetical list and Attachment B for numerical list of SDL's.) Updates to these Attachments will be made by the OSCE and submitted to the Center Directives Manager for changes without further routing upon receipt of this approved LAPD.

(2) Approve requests for and assign SDL numbers.

(3) Train new SDL "contacts" in correct SDL procedures.

(4) Verify that correct SDL transaction type is used to avoid duplicate distribution.

b. Organization of Primary Responsibility (OPR)

(1) Develop, establish, and ensure that the SDL's under its purview are up to date and accurate.

(a) Prepare Langley Form 135, "Standard Distribution List (SDL) Update," for each change requested. This form contains detailed instructions.

(b) Complete Langley Form 174, "Standard Distribution List (SDL) Service Request." One copy of this form is required for each daily batch of changes submitted.

(2) Rescind SDL's when they are no longer needed.

(3) Advise OSCE when assigning new "contacts" for SDL's.

(4) Ensure that new contacts are trained by OSCE personnel to process revisions or changes to SDL's according to procedures.

c. Information Systems Branch, Office of Chief Information Officer (ISB, OCIO)

Provide labels to Library and Media Services Branch for distribution.

d. Library and Media Services Branch, OCIO

(1) Review distribution requests to ensure that distribution has been coordinated and approved by OSCE.

(2) Forward unauthorized requests to OSCE for processing and approval.

(3) Obtain labels from ISB.

(4) Place the material for distribution in the mail system.

e. LaRC and Non-LaRC Personnel

(1) Submit NASA Langley Form 41, "LaRC Directory Change Notice" (available on-line), to the Integrated Assets Management Office, Center Operations Directorate, when address data changes.

(2) Advise the Office of Human Capital Management of name and Mail Stop changes.

4. RECISION

LAPD 1551.1, dated October 11, 1995.

original signed on file

Jeremiah F. Creedon
Director

Attachments A-B

**LaRC STANDARD DISTRIBUTION LISTS (SDL)
(Alphabetical)**

(Last Updated – November 30, 2005)

SDL TITLE	SDL CODE	ORGANIZATION OF PRIMARY RESPONSIBILITY	CONTACT
AFGE Unit Members	058	Office of Human Capital Management (OHCM)	L. J. Klaugh 47614
Administrative Professional 0600 Series	064	Office of Human Capital Management	L. J. Klaugh 47614
Aerospace/Aeronautical/Astronautical (Department Heads)	076	Office of Strategic Communications and Education (OSCE)	S. S. Chaney 46013
Competitive Placement Program Announcement	002	Personnel Management Branch, OHCM	P. A. Phelps 49770
Contractor Safety Representatives	040	Safety and Facility Assurance Office (SFAO), SMAO	J. Edmondson 49225
Duty Officers Handbook	050	Logistics Management Team, COD	R. A. Koren 43431
Educator Resource Centers	082	Office of Strategic Communications and Education	E. J. Prior 45800
Emergency Preparedness Handbook, Langley	011	Safety and Facility Assurance Office (SFAO), SMAO	Q. M. Gray 47233
Employees, GS-13 and Above	030	Office of Human Capital Management	L. J. Klaugh 47614
¹ Employees, Langley (Home Address)	028	Office of the Chief Financial Officer	J. H. Ogiba 42075
Employees, Professional (200, 700, 900 Series) Science and Engineering Only	029	Office of Human Capital Management	L. J. Klaugh 47614
Engineering, Deans	080	Office of Strategic Communications and Education	S. S. Chaney 46013

¹ Restricted Use. Approval by the Office of Human Resources, L. J. Klaugh, 47614.

**LaRC STANDARD DISTRIBUTION LISTS (SDL)
(Alphabetical)**

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SDL TITLE	SDL CODE	ORGANIZATION OF PRIMARY RESPONSIBILITY	CONTACT
Engineering, Electrical (Department Heads)	077	Office of Strategic Communications and Education	S. S. Chaney 46013
Engineering, Mechanical (Department Heads)	078	Office of Strategic Communications and Education	S. S. Chaney 46013
Engineering, Schools of (Deans)	079	Office of Strategic Communications and Education	S. S. Chaney 46013
Facility Coordinators	410	Safety and Facility Assurance Office (SFAO), SMAO	J. Edmondson 49225
Facility Coordinators, Alternate	411	Safety and Facility Assurance Office (SFAO), SMAO	J. Edmondson 49225
Facility Environmental Coordinators	414	Environmental Management Team, COD	P. D. Idlett 45334
Facility Safety Heads	412	Safety and Facility Assurance Office (SFAO), SMAO	J. Edmondson 49225
Heads of Organizations	031	Office of Communications and Education	L. J. Klaugh 47614
Health Benefits Open Season	125	Personnel Management Branch, OHCM	L. H. Park 42605
ICASE Computer Sciences Report	135	Institute for Computer Applications in Science and Engineering (ICASE)	S. K. Verstynen 42176
ICASE Fluid Mechanics Report	136	Institute for Computer Applications in Science and Engineering (ICASE)	S. K. Verstynen 42176
ICASE Mathematics Report	134	Institute for Computer Applications in Science and Engineering (ICASE)	S. K. Verstynen 42176

**LaRC STANDARD DISTRIBUTION LISTS (SDL)
(Alphabetical)**

(Last Updated – November 30, 2005)

SDL TITLE	SDL CODE	ORGANIZATION OF PRIMARY RESPONSIBILITY	CONTACT
ICASE Semi-Annual Report	133	Institute for Computer Applications in Science and Engineering (ICASE)	S. K. Verstynen 42176
Langley Activities Association, Contractor Mail for	023	NASA Exchange/Activities	D. A. Snipes 46369
Langley Activities Association Officials	049	NASA Exchange/Activities	D. A. Snipes 46369
Langley Alumni Association	055	Public Services Office, OSCE	P. J. Verniel 42449
Langley Permanent Employees	124	Office of Human Capital Management	L. J. Klaugh 47614
Langley Research Highlights	033	Office of Strategic Communications and Education	E. J. Prior 46058
Langley Telephone Directory, No Cost (Supplemental Distribution)	020	Logistics Management Team	R. A. Koren 43431
Langley Telephone Directory, Cost (Supplemental Distribution)	022	Logistics Management Team	R. A. Koren 43431
LOC-TFCS	042	Financial Accounting & Analysis Branch, OCFO	R. C. White 42096
NEBA Insurance Addresses	066	Personnel Management Branch, OHCM	L. H. Park 42605
NRA/AO Announcement of Opportunity	003	Space Technologies Thrust Office – ESSPO	J. A. Costulis 47174
² Off-Site Support Contractor Offices	403	Logistics Management Team	R. A. Koren 43431
On-Site Non-Langley Personnel	402	Integrated Assets Management	W. W. Wagner

² Labels available from the Office of Logistics Management.

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(Alphabetical)**

(Last Updated – November 30, 2005)

SDL TITLE	SDL CODE	ORGANIZATION OF PRIMARY RESPONSIBILITY	CONTACT
		Office, COD	43434
Organization Chart, Langley (Top Managers)	065	Office of Human Capital Management	L. J. Klaugh 47614
Payroll Check, Distribution to Financial Organizations	059	Office of the Chief Financial Officer	J. H. Ogiba 42075
Personnel Security Roster	092	Security and Program Protection Services, COD	G. L. Lanning 43535
³ Privacy Act (PA), T&A Clerks, Official	128	Office of the Chief Financial Officer	J. H. Ogiba 42075
Researcher, News	026	Office of Public Affairs, OSCE	K. Henry 46120
⁴ Researcher, News (Each LaRC Employee)	027	Office of Human Capital Management	L. J. Klaugh 47614
Retirees, No Alumni	110	Office Public Affairs	K. Henry 46120
SDL Contact	045	Logistics Management Team	R. A. Koren 43431
Secretaries	036	Office of Human Capital Management	L. J. Klaugh 47614
Senior Staff (Include any Acting)	043	Office of Human Capital Management	L. J. Klaugh 47614
Sigma Series, Langley	024	Hypersonic Airbreathing Propulsion Branch – AAAC	R. C. Rogers 46239
Small Business Innovation	090	Innovation Institute	F. R. Morrell 44002

³ Privacy Act information only.

⁴ Includes SDL 026 for “News Researcher” distribution.

August 21, 2000

Attachment A to LAPD 1551.1

**LaRC STANDARD DISTRIBUTION LISTS (SDL)
(Alphabetical)**

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SDL TITLE	SDL CODE	ORGANIZATION OF PRIMARY RESPONSIBILITY	CONTACT
Special Pay Rate Employees	009	Office of Human Capital Management	L. J. Klaugh 47614
Supervisory Personnel	032	Office of Human Capital Management	L. J. Klaugh 47614
Tennis Club Membership, Langley	044	Data Analysis Imaging Branch, Systems Engineering Directorate	R. E. Mejia 43485
Time and Attendance Clerks	037	Office of the Chief Financial Officer	J. H. Ogiba 42075
Training Coordinators	041	Employee Development Branch, OHCM	D. L. Lawrence 42584
University Affairs	075	Office of Strategic Communications and Education	S. S. Chaney 46013

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002	Competitive Placement Program Announcement	Personnel Management Branch, OHCM	P. A. Phelps 49770
003	NRA/AO Announcement of Opportunity	Space Technologies Thrust Office, ESSPO	J. A. Costulis 47174
009	Special Pay Rate Employees	Office of Human Capital Management	L. J. Klaugh 47614
011	Emergency Preparedness Handbook, Langley	Safety & Facility Assurance Office, SMAO	Q. M. Gray 47233
020	Langley Telephone Directory, No Cost (Supplemental Distribution)	Logistics Management Team	R. A. Koren 43431
022	Langley Telephone Directory, Cost (Supplemental Distribution)	Logistics Management Team	R. A. Koren 43431
023	Langley Activities Association (LAA), Contractor Mail for	NASA Exchange/Activities	D. A. Snipes 46369
024	Sigma Series, Langley	Hypersonic Airbreathing Prop. Branch – AAAC	R. C. Rogers 46239
026	Researcher, News	Office of Public Affairs, OSCE	K. Henry 46120
027	⁵ Researcher, News (Each LaRC Employee)	Office of Human Capital Management	L. J. Klaugh 47614
028	⁶ Employees, Langley (Home Address)	Office of the Chief Financial Officer	J. H. Ogiba 42075
029	Employees, Professional (200, 700, 900 Series) Science and Engineering Only	Office of Human Capital Management	L. J. Klaugh 47614
030	Employees, GS-13 and Above	Office of Human Capital	L. J. Klaugh

⁵ Includes SDL 026 for “News Researcher” distribution.

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SDL CODE	SDL TITLE	ORGANIZATION OF PRIMARY RESPONSIBILITY	CONTACT
		Management	47614
031	Heads of Organizations	Office of Human Capital Management	L. J. Klaugh 47614
032	Supervisory Personnel	Office of Human Capital Management	L. J. Klaugh 47614
033	Langley Research Highlights	Office of Strategic Communications and Education	E. J. Prior 45800
036	Secretaries	Office of Human Capital Management	L. J. Klaugh 47614
037	Time and Attendance Clerks	Office of the Chief Financial Officer	J. H. Ogiba 42075
040	Contractor Safety Representatives	Safety & Facility Assurance Office, SMAO	J. Edmondson 49225
041	Training Coordinators	Employee Development Branch, OHCM	D. L. Lawrence 42584
042	LOC-TFCS	Financial Accounting & Analysis Branch, OCFO	R. C. White 42096
043	Senior Staff (Include any Acting)	Office of Human Capital Management	L. J. Klaugh 47614
044	Tennis Club Membership, Langley	Data Analysis Imaging Branch, SED	R. E. Mejia 43485
045	SDL Contact	Logistics Management Team	R. A. Koren 43431
049	Langley Activities Association (LAA), Officials	NASA Exchange/Activities	D. A. Snipes 46369
050	Duty Officers Handbook	Logistics Management Team	R. A. Koren 43431

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055	Langley Alumni Association	Public Services Office, OSCE	P. J. Verniel 42449
058	AFGE Unit Members	Office of Human Capital Management	L. J. Klaugh 47614
059	Check, Payroll Distribution to Financial Organizations	Office of the Chief Financial Officer	J. H. Ogiba 42075
064	Administrative Professional 0600 Series	Office of Human Capital Management	L. J. Klaugh 47614
065	Organizational Chart, Langley (Top Managers)	Office of Human Capital Management	L. J. Klaugh 47614
066	NEBA Insurance Addresses	Personnel Management Branch, OHCM	L. H. Park 42605
075	University Affairs	Office of Strategic Communications and Education	S. S. Chaney 46013
076	Aerospace/Aeronautical/Astronautical Department Heads	Office of Strategic Communications and Education	S. S. Chaney 46013
077	Engineering, Electrical (Department Heads)	Office of Strategic Communications and Education	S. S. Chaney 46013
078	Engineering, Mechanical (Department Heads)	Office of Strategic Communications and Education	S. S. Chaney 46013
079	Engineering, Schools of (Deans)	Office of Strategic Communications and Education	S. S. Chaney 46013
080	Engineering, Deans	Office of Strategic Communications and Education	S. S. Chaney 46013
082	Educator Resource Centers	Office of Strategic Communications and Education	E. J. Prior 45800
090	Small Business Innovation	Innovation Institute	R. T. Sheets

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			42487
092	Personnel Security Roster	Security and Program Protection Services, COD	G. L. Lanning 43535
110	Retirees, No Alumni	Office of Public Affairs, OSCE	K. Henry 46120
124	Langley Permanent Employees	Office of Human Capital Management	L. J. Klaugh 47614
125	Health Benefits Open Season	Personnel Management Branch, OHCM	L. H. Park 42605
128	⁷ Privacy Act (PA), T&A Clerks, Official	Office of the Chief Financial Officer	J. H. Ogiba 42075
133	ICASE Semi-Annual Report	Institute for Computer Applications In Science & Engineering (ICASE)	S. K. Verstynen 42176
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136	ICASE Fluid Mechanics Report	Institute for Computer Applications In Science & Engineering (ICASE)	S. K. Verstynen 42176
402	On-Site Non-Langley Personnel	Integrated Assets Management Office, COD	W. W. Wagner 43434
403	⁸ Off-Site Support Contractor Offices	Logistics Management Team	R. A. Koren 43431
410	Facility Coordinators	Safety & Facility Assurance Office, SMAO	J. Edmondson 49225

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411	Facility Coordinators, Alternate	Safety & Facility Assurance Office, SMAO	J. Edmondson 49225
412	Facility Safety Heads	Safety & Facility Assurance Office, SMAO	J. Edmondson 49225
414	Facility Environmental Coordinators	Environmental Management Team, COD	P. D. Idlett 45334